

## INFORMATION PAPER

Military Personnel Division  
SGT McClure  
10 September 2002

AFVS-MPD  
SUBJECT: C

1. PURPOSE: To provide general information on the Central Clearance process

2. DISCUSSION:

a. Timelines:

(1) All soldiers must attend a central clearance briefing no more than 14 working days prior to their Leave, Permissive TDY or departure date from Ft. Hood.

(2) Once a soldier has attended the brief he/she will be required to return to the Rivers' Bldg, Rm 133, two working days later at 1315 to pick-up clearance papers, unless otherwise directed by CCF personnel.

(3) A final out appointment is automatically scheduled for soldiers. The final out is normally scheduled two working days prior to departure date for soldiers PCSing and three working days prior to departure date for soldiers ETSing, Chaptering, or Retiring. All marked areas on the clearance papers must be completed prior to the final out appointment. Soldiers PCSing will be given a memorandum signed by CCF to give to their S-1 when signing out of the unit on leave. Once central clearance has cleared soldiers who are ETSing, Chaptering, or Retiring, they will be directed to the Installation Transition Office for a transition briefing date.

b. Documents needed to attend the central clearance briefing are as follows:

(1) Two copies of orders. The commander may authorize a soldier to clear without orders on a memorandum. The memorandum must include: Name, Rank, SSN, reason orders have not been issued, reason soldier is clearing, (ie; PCS, ETS, Chapter) and projected departure date.

(2) Two copies of DA Form 31 with authority signature and control number.

(3) To clear a DFR soldier you must have the proper DA Form 4187 (from PDY to AWOL and AWOL to DFR).

(4) Soldiers discharged under Chapters 9, 10, 13 or 14, must have an escort (NCO or above) appointed in writing, IAW AR 635-200, to attend briefing.

(5) \*\*The central clearance office will not make copies for soldiers attending the briefing.

c. Briefings are held in Building 121 (Rivers Bldg), Room 133 (classroom), on Mon. through Wed. and Fri. Hours are 0930 or 1030 hrs for PVT thru SSG and 1400 hrs for SFC and above to include officers. There are no briefings on Thursdays. **IAW III Corps and FH Regulation 612-3 soldiers must be in duty uniform to clear and to attend briefings (regardless of duty status).** Soldiers clearing under Chapter 8 must have a memorandum from their commander authorizing them to clear in civilian clothes.